

MINUTES OF BEAVERTON SISTER CITIES ADVISORY BOARD

5:30 p.m., Monday, October 26th, 2009

2nd Floor Conference Room, City Hall

PRESENT – Eileen Drake, Giselle Bawnik, Sheldon Lee, Iris Noack, Tom Stanton, Tim Wignall and Sister Cities Program Coordinator/Staff Liaison, Theresa Baird.

EXCUSED ABSENT: Halah Ilias, Yoon Shin, Sonia Harrison, Gayle Schula, Amy Starke, Brian Bost, Gary Carlson, Ted Chung

CALL TO ORDER: Meeting called to order at 5:35 p.m. by interim Vice Chair Tom Stanton.

MINUTES: Minutes of the September 28th, 2009 meeting were approved as written.

BOARD RESIGNATIONS: Iris Noack whose board term ends at the end of the year will advise her intent for next year by the November board meeting. Due to the change in meetings days, Halah Ilias is unable to attend meetings on Monday nights as she has class.

Tom suggested the board replace those not continuing their terms plus name two additional alternate board members. The suggestion was seconded and approved by the board members present – although not considered a vote without a quorum.

Eileen suggested the program web site needs to be updated to reflect the actual work and time commitment of a board member. Eileen will draft and submit some proposed verbiage for the board to review.

PROGRAM COORDINATOR ANNOUNCEMENTS: Theresa will not be here for the November board meeting; Deb Thompson will be attending the November 23rd meeting from the city and will facilitate the board officer elections for 2010.

Theresa reminded board attendees to be mindful about the board attendance requirements. The board may suggest board member removal for two unexcused or three consecutive un-excused absences.

The annual city volunteer board and commission recognition dinner will be held Jan 22nd at the Oregon Zoo, board members will receive an invite for themselves and a guest.

Theresa provided a reminder to board members that we need to be attentive to the bylaws, focus on the structure of the board, and develop the board working together.

The city open house will be held on Dec 4th in conjunction with the City of Beaverton's holiday tree lighting event at the Beaverton City Library. Tom requested that all board members attempt to attend the event. A sign up sheet was passed around for volunteers.

Help is needed for set up in the afternoon, volunteers to staff the sister cities information table, and tear down after the event closure. This will be a great opportunity to spread the word on the sister cities program to the residents of Beaverton.

Theresa reminded us as a board to be open about the program goals and objectives. These goals and objectives are brand new and hot off the press. Board members should review and provide any feedback or suggestions to Theresa via email. These objectives may be changed or tweaked in the future to better fit with other city programs goals and objectives as they become known.

Tom requested Theresa explore the possibility of having someone from the Cities Economic Development Department come and present to the board or be available to schedule a meeting during regular work hours.

COMMITTEE UPDATES:

Publication committee - Eileen

The publication committee last met on Oct 23rd discussions centered around the following:

Brochure – generate a general overview brochure on the Sister Cities Program, goals colorful, interesting, informative and something that will encourage citizens to sign up for the sister cities program membership. The committee is looking into the feasibility of generating a brochure in time for the Dec 4th open house. Based on the committee and boards input it was estimated that cost for up to 2000 brochures will be approximately \$600. The committee will document requests for city publishing capabilities and future actions via email to Theresa.

Finance/Fund Raising Committee – Tim

The fund raising committee last met on October 14th at the Starbucks next to the Beaverton Red Robin. The committee has been looking into holding an event in the late April time frame (to be coordinated with a city event actual date TBD) ideas and intent of the event are covered in the bullets & actions below. The committee will work on developing a budget for the event to be presented to Theresa. Next meeting November 11th at Starbucks behind Beaverton Red Robin

- Pursue a dinner & wine tasting event with music
- Make it nice but affordable, suggested price range \$25 individual \$40 couple
- Will pursue Beaverton area winery(s) for participation in a wine tasting event to kick off the evening. Sheldon reported Cooper Mountain Winery has expressed an interest to participate
- Suggestion made for a possible Beaverton Sister Cities wine glass – *Gayle agreed to investigate*
- Buffet style dinner – *Tom will check into possible options and cost*
- Music, dinner background music possibly provided by a Beaverton area school and/or a dance style band for after dinner
- Location – Tom, Gayle & Tim met later at the Round to look at the facilities within the Caldwell Banker building. The lobby was quite narrow for a dinner

- event; however they have a training center conference room available at a low cost (\$100) capacity 90 people.
- Ted advised we could use facilities at Nike for \$34 per person, dinner included. We agreed this is likely too expensive for the intent of this meeting but may be an option to pursue for future events
 - Invitations and publicity – need to coordinate with Theresa & publication committee

Intent of event and proposed program:

- Primary purpose raise awareness of Beaverton Sister Cities program within the community
- Get community membership
- Identify volunteer base
- Presentations by Mayor and Sister Cities Coordinator (possible others?)
- Video or slide shows of our sister cities (possible other displays?)
- Community donation support opportunity?

NEXT MEETING: November 23rd 5:30 PM in **Meeting room B at the Beaverton Library**

Meeting minutes submitted by Tim Wignall (standing in for Amy Starke)